

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION  
DEPARTMENT OF JUSTICE RESEARCH CENTER  
DEPARTMENT SERVICES PROGRAM**

**JOB TITLE:** Research Data Supervisor (RD Sup) II

**POSITION NUMBER:** 420-796-5737-XXX

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** The RD Sup II is responsible for the full range of oversight, administrative, and staff support functions for the Department of Justice Research Center (DOJRC), Department Services Program (DSP). The incumbent plans, organizes, and directs activities of staff in the daily operation of the DSP, which includes developing, implementing, and managing program and staff priorities. This position develops and makes recommendations to the bureau and division regarding proposed policy and procedure changes related to the research and data request process.

**SUPERVISION RECEIVED:** Under general direction of the DOJRC Bureau Director.

**SUPERVISION EXERCISED:** Directly supervises Research Data Specialists, Research Data Analysts, and Student Assistants.

**TYPICAL PHYSICAL CONDITIONS:** Ability to travel. May be required to sit at a computer terminal while performing research and other duties for extended periods of time. Ability to lift, carry, and/or move up to twenty (20) pounds with a cart.

**TYPICAL WORKING CONDITIONS:** Enclosed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 40% Provides supervision and direction to staff responsible for conducting research on data relating to general access issues relating to Department of Justice (DOJ) data, especially concerns with unauthorized access such as for immigration enforcement (AB 1747), and other related research projects and portfolios. Ensures statistical methods, hypothesis testing, and various analyses used are relevant, accurate, and communicates best practices and industry standards to research staff. Drafts and serves as initial review and initial approval of reports to ensure that legal, security, privacy and ethical concerns have been evaluated and addressed prior to their publication and released outside of DOJRC.
- 20% Conducts outreach with local and state public safety partners, community organizations, and research entities for the purpose of identifying and fostering opportunities to collaborate on research projects with the support of grant funds. Creates and conducts presentations to share research and reports to executive leadership, as well as external organizations.

- 20% Oversees staff assigned to the data access quality assurance projects and other research projects, provides insight on key decisions related to the collection of data. Works closely with the other California Justice Information Services (CJIS) bureaus responsible to ensure no unauthorized use of CJIS data.
- 10% Oversees staff that prepare, review, approve, and monitor grant and special funding applications. Reviews and approves mandated grant reports and deliverables, ensures timely submission, and tracks and resolves authority issues.
- 10% Evaluates and trains subordinate staff; assigns and reviews work projects; prepares annual performance appraisals and probation reports; oversees personnel matters including recruitment, hiring, reasonable accommodation, grievances and corrective actions; initiates and/or recommends personnel actions as necessary to correct inappropriate behavior; ensures that duties, responsibilities, authority and accountability of all direct subordinates are defined and understood.

*I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)*

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Employee Signature

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Date

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Supervisor Signature

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Date